

1 December 1975



MEMORANDUM FOR: Director of Personnel

SUBJECT : Request for Approval of a New Table of Organization
for the Office of General Counsel

1. Background. The report of the Rockefeller Commission to the President recommended that the DCI review the composition and operation of the Office of General Counsel. In a letter to the President dated 21 June 1975, the DCI concurred in this recommendation. A survey of the Office of General Counsel was undertaken by the Justice Department during the summer, and among the recommendations made in the report of survey dated September 1975 was the one that the number of lawyers assigned to the General Counsel be increased to around [] and that management be improved. The General Counsel, in a memorandum to the DCI dated 25 September 1975, endorsed this recommendation in principle but stated he thought an increase to [] lawyers was more realistic. On 24 October 1975, the DCI informally accepted the position that the attorney staff be augmented to [] and this was followed by a formal approval on 13 November 1975 (see Attachment A). On the basis of the DCI's approval, the Office of General Counsel prepared and submitted a new table of organization to the AO/DCI and the Comptroller which provided for [] lawyers and [] support personnel, which with the General Counsel would call for [] slots (see Attachment B). Of the [] slots earmarked for support, [] are for legal secretaries. In addition to these, there are three lawyer slots in []

2. Because of the steady and continuous increase in the workload, the General Counsel has been forced to recruit additional lawyers. There are now [] lawyers on board or in the pipeline. Six lawyer slots remain to be filled. Among our more immediate problems at the present time is obtaining qualified legal secretaries. These we urgently need. It is generally agreed that the caliber of secretaries working in an office dealing with legal matters exceeds the caliber of ordinary secretaries. We have always insisted that all of our secretaries be qualified by Agency standards in both shorthand and typing. In addition, our secretaries, especially those assigned to the division chiefs, must be able office managers, and have the ability to solve vexing administrative and procedural problems which develop between this Office and other legal and legislative offices with whom we deal. It is for this reason we feel fully justified in slotting our secretaries as GS-07's and GS-08's.

3. We also badly need an Information Control Clerk (GS-06) and an Administrative Assistant (GS-08), not only to help in the Registry and with filing, but to receive necessary training in operating computer terminals (scheduled for installation in January 1976) and to properly prepare our files for conversion to microfiche holdings (scheduled to begin in January 1976).

4. We find that our ability to recruit essential secretarial and support personnel is greatly hampered if not made impossible by our inability to inform candidates of the grade levels of the slots



JOHN S. WARNER
General Counsel

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Attachments